



JOB POSTING: Chief Operating Officer

Vancouver Native Housing Society provides affordable rental housing to Aboriginal and non-Aboriginal families and singles in the City of Vancouver. The Society is seeking qualified candidates for the position of Chief Operating Officer. Preference will be given to candidates of Aboriginal ancestry.

The Chief Operating Officer (COO) is a key leadership position reporting to the Chief Executive Officer (CEO) and responsible for directing and overseeing the full range of property management services, administration and on-going operational requirements of VNHS' affordable housing portfolio.

Key functional areas of oversight include: Planning and Strategic Leadership, Portfolio Property Management; Risk Management, Tenant Relations, Human Resources Management, Financial Management and Community Relations.

The COO will focus on the ongoing, day-to-day management of the organization's internal processes to ensure maximum productivity and revenue. This position also provides leadership and strategic input into operational policies, programs and key decisions affecting medium and long term organizational sustainability. Responsibilities include oversight of property management staff in the operation and management of their portfolios.

As second-in-command to the CEO, the position demonstrates superior leadership capability, has extensive knowledge of social housing programs and residential tenancy policies and practices in BC, and a solid understanding of financial and human resources management.

This position requires sound judgment, strong written and oral communication skills, and the ability to maintain confidentiality while conveying information. The incumbent serves as an organizational role model, is supportive, seeks new concepts and makes suggestions for improvement, exhibits strong interpersonal skills, and is able to display tact, respect and diplomacy.

The salary range for the position is subject to the experience and skills of the selected candidate.

Email resumes to careers@vnhs.ca before April 30, 2018. We thank all applicants for their interest however only those selected for an interview will be contacted. Please, no phone calls and no staffing agents.